

APPLICATION FOR RECORDS RETENTION SCHEDULE

DEPARTMENT OF ARCHIVES AND HISTORY

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334 Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address Georgia Ports Authority FOR RECORDS MANAGEMENT USE Application Date **Application Number** Administration Division 78-250 10-24-78 Personnel Department Date Received Date Completed Application Number Post Office Box 2406 DEC 15 1978 Savannah, Georgia 31402 OCT 2 7 1978 2. Person to Contact **Working Title** Telephone Number Personnel Manager 964-1721, 283 John J. Powers, Jr. 3. Action Requested 3. Establish Retention Schedule: record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. c. _ Amend Application No. ____ Check One: _ Change; _ Supercede; _ Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest 1974 Personnel Listing To Date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Responsible for recruitment, training, job analysis & classification, formulation and implementation of personnel programs and procedures. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Listing of G.P.A. employees. Documents relating to: Information giving employee's name, employee's number, job status, Included are: employment date, social security number, hourly rate of pay, pay date, class notation, classification date, birthdate. Chronologically by printout, alphabetically by name on printout. File is arranged: How often are records referred to which are: 8. Monthly Reference Rate Seven to twelve months old $\frac{2}{2}$; Thirteen to twenty-four months old $\frac{1}{2}$; One to six months old ... twenty-five months and older____

AR-50-71; Rev. 76

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

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